



# Employment Application

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

SOCIAL SECURITY NUMBER: \_\_\_\_\_ YOUR NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ COUNTY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

HOME PHONE: ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Do you possess a valid driver's license? ? Yes ? No. If yes, provide Number \_\_\_\_\_ Expiration date \_\_\_\_\_ Class \_\_\_\_\_

Are you legally authorized to work in the United States? ? Yes ? No

Have you ever been terminated or forced to resign from any job? ? Yes ? No If yes, explain \_\_\_\_\_

Have you ever been convicted of a criminal offense? ? Yes ? No If yes, please list charge(s), where convicted, date and disposition/  
status. \_\_\_\_\_

Note: Omit minor vehicle violations and any offense committed before your 17<sup>th</sup> birthday, which was finally adjudicated in juvenile court or under a youthful offender law. Conviction of a criminal offense is not a bar to employment in all cases. Each conviction is evaluated individually.

EDUCATION :	School Name/Location	Years Completed	Field of Study	Graduate or Degree
High School:				
College/University:				
Business/Technical:				
Other:				

**EMPLOYMENT:** List last employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here, in the summary (*following this section*), or on an extra sheet of paper if necessary.

Employer's Name and Address	Position Title/Duties	Dates Employed From                      To /   /   --       /   /
		Salary
		Reason for Leaving
	Hours per week	

  

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		Salary
		Reason for Leaving
Hours per week		

**SKILLS:** Various types of computer software, office equipment, and skills are listed below. Please check the degree of skill you possess in each area.

MS Windows:	Skilled___ Moderately Skilled___ Unskilled___	Photocopier:	Skilled___ Moderately Skilled___ Unskilled___
MS Word:	Skilled___ Moderately Skilled___ Unskilled___	Fax Machine:	Skilled___ Moderately Skilled___ Unskilled___
MS Excel:	Skilled___ Moderately Skilled___ Unskilled___	Postage Meter:	Skilled___ Moderately Skilled___ Unskilled___
WordPerfect:	Skilled___ Moderately Skilled___ Unskilled___	Multi-line Phone:	Skilled___ Moderately Skilled___ Unskilled___
Data Entry:	Skilled___ Moderately Skilled___ Unskilled___	Typing proficiency:	Skilled___ Moderately Skilled___ Unskilled___

How many correct words per minute can you type? \_\_\_\_\_

Please list any additional software, office equipment or skills that you possess: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE CAREFULLY READ THE FOLLOWING STATEMENTS**

**Student Loan:** State law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By my signature, I certify that I am not currently in default on a student loan.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Certification of Applicant:** By my signature, I affirm, agree, and understand that all statements on this form are true and accurate. Any misrepresentation, falsification, or material omission of information or data on this application may result in exclusion from further consideration or, if hired, termination of employment.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Authority to Release Information:** By my signature, I consent to the release of information to authorized officers, agents, and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance record; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the State of South Carolina to make inquiries of their parties such as credit bureaus. I further release the organization, educational entity, present and former employers, law enforcement organizations, and all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_